

## **CLASS TITLE: EXERCISE SPECIALISTS II**

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for managing a health and fitness plan, including coordinating, instructing, and maintaining a health and fitness program for the Fire Department; and performs other health, wellness and safety-related duties as assigned.

### **ESSENTIAL TASKS:**

- Performs administrative work involving communication and coordination of a health and fitness program for the Fire Department
- Coordinates the actions and activities of the department's Exercise Specialist I
- Performs individual fitness assessments, prescribing and developing special exercise programs
- Provides special training and motivational guidance for personnel with special physical needs
- Creates specialized programs to assist with acute and chronic physical rehabilitation
- Coordinates and schedules the administration of physical fitness assessments and Physical Ability Tests (PAT)
- Organizes and monitors confidential health and fitness records of Fire Department personnel
- Researches and recommends specifications for purchase, maintenance and replacement of exercise and rehabilitative equipment within Fire Department facilities
- Plans and develops strategies to enhance the participation and effectiveness of the health and fitness program
- Maintains compliance with applicable laws, regulations, standards and trends
- Trains and instructs Fire Department personnel
- Prepares and makes formal recommendations to management regarding fitness and wellness changes and budgetary needs
- Analyzes and prepares statistical analyses for the Fire Department
- Appears monthly and provides information on the department TV show
- Provides articles for publication in various exercise physiology and fire service journals and Engineering and Safety Branch quarterly newsletter
- Assists Safety and Engineering branch at emergency scenes as needed
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in exercise science or a related field, and two (2) years experience prescribing individualized fitness programs; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and techniques employed in developing health and fitness programs; considerable knowledge of the principles of research and evaluation of fire fitness programs and testing; considerable knowledge of training, facility and material resources used for fitness training and development; and good knowledge of department policies, rules and regulations governing a fitness testing program. Ability to communicate both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, handling, and twisting; vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License, Cardiac Pulmonary Resuscitation (CPR) and a Basic Life Support Instructor certification, and an American College

of Sports Medicine (ACSM) or National Strength and Conditioning Certificate (NSC) as a Health/Fitness Instructor is preferred.

**WORKING ENVIRONMENT:** Working environment is primarily indoors and occasionally outdoors and in inclement weather; may be exposed to fire, chemical, biological, electrical and mechanical hazards; and may require being on-call on and off-duty, traveling to various locations throughout the City to establish emergency incident rehabilitation.

**Class Code: 2032**

**EEO Code: N-02**

**Pay Code: AT-32**

**Group: Public Safety**

**Series: Fire**

**Effective date: March 14, 2007**